

Court of Appeals of Indiana
1.05(e) - Job Descriptions for Court Administration

Staff Attorney
April 10, 2007

I. Duties

- Review and supervise the reviewing of petitions for extension of time.
- Review and prepare recommendations for the motions panel on motions to dismiss, permissive interlocutory appeals, successive petitions for post conviction relief, and on other motions as necessary.
- Attend the Motions Panel Meetings.
- Review Emergency Motions to Stay, assemble panels to review Emergency Motions to Stay, and draft orders accordingly.
- Review and draft orders for all motions in addition to those discussed above.
- Work with judges' chambers to draft orders for their cases as needed.
- Answer telephone inquiries and review and answer letters from trial court judges, trial court clerks, practitioners, pro se litigants, and the general public regarding appellate rules and procedure.
- Review appellant's case summaries for timeliness, finality, and appealability and prepare show cause orders when appropriate.
- Work with the Administrator on other Court projects as assigned.

II. Job Requirements

- Admitted to practice law in Indiana.
- Experience as a law clerk, practicing appellate attorney, or equivalent experience.
- Familiarity with Indiana Rules of Appellate Procedure.
- Ability to communicate orally and in writing.
- Ability to work with others and deal tactfully with the public.
- Ability to work on multiple projects.
- Willingness and ability to accept direction and constructive review of work.

III. Responsibility

Incumbent reports directly to the Court Administrator and works closely with other administrative staff. Incumbent applies legal knowledge and completes necessary research to perform duties in a timely and appropriate manner.